12.10 REFERRAL TO THE MEDICAL REVIEW TEAM (MRT)

A. THE MEDICAL REVIEW TEAM (MRT)

1. MRT Composition

MRT is housed at the State Office in the Division of Family Assistance, and is comprised of the following members:

- MRT Examiner
- Licensed General Practitioners
- Licensed Psychiatrist
- Clerical Staff

2. MRT Responsibilities

MRT has the following responsibilities:

- Evaluate available medical and social information and determine if the individual is medically incapacitated, disabled or blind. To determine disability, MRT uses the Sequential Evaluation process established by SSA for SSI disability determinations.
- Evaluate WV WORKS recipients who maintain they are physically/mentally unable to participate in work activities, when the decision cannot be made by the Worker and/or Supervisor.
- Evaluate applicants for Medicaid Work Incentive (M-WIN) to determine disability or blindness.
- Notify the Worker of MRT's decision using forms ES-RT-3 and/or DFA-RT-3M. When the client has physical and mental disabilities/incapacities, both the ES-RT-3 and DFA-RT-3M are used.

B. THE MRT REFERRAL **AND THE FEDERALLY-FACILITATED MARKETPLACE (FFM)**

1. Content And Organization Of Material Submitted

The following items are required to submit a case to MRT, and they must be arranged in the following order:

- DFA-RT-2
- DFA-RT-1
- Medical reports arranged in order from most recent to oldest
- For cases previously referred to MRT, the old packet of material must be included with the new information, if available.
- All information related to one case must be stapled together.

2. Cases Submitted To MRT For Re-evaluation

When a case is submitted for re-evaluation of disability, incapacity, blindness, JOBS or WV WORKS work requirement exemption or M-WIN Medically Improved, the following materials must be included:

- DFA-RT-2

  If MRT requested the re-evaluation, the Worker must check the appropriate column and note the month the re-evaluation is due in the comments section.

  If the Worker is requesting re-evaluation, the comment must explain the reason for the request.

- A current DFA-RT-1, Social Summary Outline, if the previous ES-RT-3 and/or DFA-RT-3M indicated one is needed. See Section 12.2,C for instructions regarding completion of the DFA-RT-1.
- The latest ES-RT-3, and/or DFA-RT-3M.
- All material on which the original decision was based.
- The new information requested by MRT for re-evaluation purposes.

- Hearing Summary if the MRT decision was reversed by the Hearings Officer on the issue of incapacity, disability, or blindness.

3. Division Of Rehabilitation Services (DRS) Referrals

When an individual is active with DRS, the Worker requests medical reports from DRS. These reports should be included in the material when sent to MRT for evaluation.

4. Fair Hearings

When a Hearings Officer reverses a decision of MRT, it is the responsibility of the Hearing Officer to decide when the case is to be re-evaluated and the information which will be needed. The Worker is to advise MRT using form DFA-RT-2. A copy of the Hearing summary must be included in the material submitted to MRT for the next re-evaluation.

5. Notifying MRT Of Eligibility Related Information

After a case is submitted to MRT, the Worker must notify MRT immediately if the client is found ineligible for any other reason other than failure to meet a spenddown or if SSA makes a disability, blindness determination. MRT must also be notified when a client moves to another county. If the pending MRT case is approved at the Marketplace, the Worker is notified. See Section 16.3,B.

C. Processes for Pending MRT Referrals

1. Responsibilities of the Sending Local Office

The local office which sends the case must do the following:

- Send a message to the receiving local office about the case transfer and that there is a pending Medical Review Team (MRT) referral.

- Make case comments in CMCC regarding the current case status, medical records which were requested, whether or not the information has been submitted to MRT and the final disposition of case and review date, if applicable.

- Ensure that screens ANDI and ANMR are completed so that the appropriate alerts are generated.

- Forward all information regarding the MRT referral to the receiving local office (social summary, general physical, medical records, etc.).

- Forward any additional medical information received after the case is transferred to the receiving local office as it is received.

- Send a message to MRT to notify them of the name of the local office to which the case was transferred for any case already submitted to the MRT.

2. Responsibilities of the Receiving Local Office

The receiving local office must do the following:

- Review transferred cases to determine if a pending MRT referral exists.

- Schedule a general physical examination with a M.D. or D.O., if needed, for any person who has not already had an examination. The examination should be scheduled in the county in which the person now resides, if possible.

- Complete the MRT referral process. If additional information is required, contact the appropriate individual in the sending office.

- Make appropriate case comments and insure that appropriate MRT screens are completed.

3. Procedures Related to Hospital Workers

When the local office initiates a MRT referral, and the client is subsequently admitted to a hospital served by a Hospital Worker before the process is complete, the local office transfers all medical information, the social summary, etc. to the Hospital Worker, if the Hospital Worker requests that information. The Hospital Worker is responsible for completing the MRT referral process.

When the Hospital Worker initiates the MRT referral process, he is responsible for working with MRT until the process is completed. When the MRT process is complete, the Hospital Worker transfers all medical information to the appropriate local office.